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Massachusetts Local Disaster Debris Management Plan Checklist, October 2007

This checklist is a companion document to the Massachusetts *Disaster Debris Management Planning: An Introduction for Local Government Officials* guide located at <http://www.mass.gov/dep/recycle/laws/policies.htm#sw>. The purpose of this checklist is to assist local governments in identifying important elements to include in a disaster debris management plan AND to highlight specific elements necessary for a local government to qualify for increased federal reimbursement under the Federal Emergency Management Agency (FEMA) Public Assistance Pilot program. *NOTE: all sections marked with an (*) are specifically covered in the Public Assistance Pilot Program.* For in-depth guidance on developing a plan, please refer to the updated FEMA 325 Debris Management Guide, which is posted on the FEMA Debris Management web page at http://www.fema.gov/government/grant/pa/debris_main.shtm.

If you have comments, questions, or suggestions or would like assistance working on a local disaster debris management plan, please contact the MassDEP or MEMA staff listed below.

MassDEP

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***LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES**

Does your plan do the following:

- ☐ Establish a debris management team?
 - ☐ Outline who is responsible for the functions identified? The following lists some of the major roles and types of staff that have typically been responsible for that function, although staffing will vary by community:
 - ☐ Pre-planning: This includes forecasting debris quantities, identifying local government and contractor resources, establishing a master street map and recommended debris collection routes, and identifying a debris management site(s) (*operations, contracting, planning*)
 - ☐ Estimating post-disaster debris quantities (*operations, Debris Management Site project manager, monitors and safety personnel*)
 - ☐ Local incident command: Overseeing debris management activities as part of the overall disaster response.
 - ☐ Conducting response activities (*administration, operations, engineering, contractors*)
 - ☐ Conducting recovery activities (*administration, operations, engineering, contractors*)
 - ☐ Monitoring and tracking costs for reimbursement purposes (*planning, administration, monitors*)
 - ☐ Managing reimbursement with state and federal government (*contracting, administration*)
 - ☐ Communicating with state and federal emergency management officials (*local incident command, operations, public information staff*)
 - ☐ Preparing public information and outreach (*public information staff*)
 - ☐ Managing and overseeing any applicable contractors, including what duties contractors will be responsible for (*contracting, operations, engineering*)
 - ☐ Establishing or updating mutual aid agreements with adjacent and other nearby towns (*administration, legal*)
 - ☐ Ensuring that health and safety procedures are in accordance with State/local health and safety standards/requirements (*administration, legal*).
 - ☐ Establish an organizational chart with names and contact numbers for distribution to the planning staff?
 - ☐ List information in different formats (i.e., paper and electronic) and in multiple locations?
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GENERAL DEBRIS MANAGEMENT PLANNING

- ☐ Have you coordinated with MassDEP and MEMA on the development of your debris plan?

Does your plan do the following:

- ☐ *Address health and safety procedures in accordance with State/Local health and safety standards/requirements?
 - ☐ Include a schedule to train staff and others on the debris management plan?
 - ☐ Include a debris collection and management site hazard analysis? (see FEMA's Public Assistance: Debris Management Guide – 325, Appendix E: Debris Collection and Management Site Hazard Analysis at:
<http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>)
 - ☐ Identify equipment and other resources that could be shared among neighboring municipalities? Does the community have mutual aid agreements with other communities?
 - ☐ Identify local ordinances that may apply to debris management activities?
 - ☐ *Identify procedures for acquiring required regulatory permits or other approvals?
 - ☐ Ensure that debris management planning is addressed in the jurisdiction's Comprehensive Emergency Management Plan?
 - ☐ Include a schedule to update the debris management plan?
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DEBRIS QUANTITIES AND TYPES

Does your plan do the following:

- ☐ Forecast the type and quantity of debris to better determine the required response and recovery resources, number and size of storage and reduction sites, and the final disposition of the disaster-related debris. A community may plan and forecast using existing and historical information, or, they can also use the USACE model for hurricanes (see the US Army Corps of Engineers Hurricane Debris Estimating Model at http://209.225.176.11/ceerp/images/stories/documents/debris/technical/link4_debris_modeling_estimating_debris_quantities.doc.) Even though all disasters are different and there are many variables that can affect debris estimates, if the community plans for a class 3-hurricane, in Massachusetts, that will likely be the worst-case scenario.
- ☐ *Address the basis for planning, which includes assumptions for various events and forecasting/modeling for debris volumes? Does the plan use historical or existing information, or, does it use the USACE forecasting model?
- ☐ Identify the overall debris estimate total for a class 3 hurricane? If included, specify here _____ *cubic yards*

- ☐ Consider the different types of debris? For a list of debris types see the MassDEP's *Disaster Debris Management Planning: An Introduction for Local Government Officials* guide located at <http://www.mass.gov/dep/recycle/laws/policies.htm#sw>.
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DEBRIS CLEARANCE AND COLLECTION PLAN

Does your plan do the following:

- ☐ *Include priorities for the clearance of debris and outline a response operation, including mapping critical facilities and anticipated concentrations of debris?
- ☐ *Include priorities for collection of debris? What collection options does the plan include? (you may check more than one)
- ☐ Curbside collection through existing solid waste and recycling contractors
 - ☐ Additional clearance and collection routes run by municipal staff or additional contractors, potentially including specialized contractors for certain types of debris (e.g., white goods or electronics, vehicles)
 - ☐ Collecting material at existing or temporary additional drop-off centers
 - ☐ Residents self-hauling material directly to debris management sites
 - ☐ Relying on state or federal collection contracts or staff if local resources are fully utilized.
- ☐ Identify all local resources that may be available to assist with debris collection and management?
- ☐ Outline contracting needs/operations to be outsourced?
- ☐ *Emphasize debris separation to maximize recycling, composting, and other diversion from disposal throughout all stages of debris management?
- ☐ *Identify a process for the collection of any materials that require separation (e.g., hazardous waste, white goods, vehicles)?
- ☐ *Address monitoring of the debris pickup sites?
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DEBRIS DESTINATIONS AND DEBRIS MANAGEMENT SITES (DMS)

Does your plan do the following:

- ☐ Include an estimate of the number of acres of debris management sites needed to handle the given quantities of debris? (To estimate debris site storage requirements from a hurricane, see the US Army Corps of Engineers Hurricane Debris Estimating Model at http://209.225.176.11/ceerp/images/stories/documents/debris/technical/link4_debris_modeling_estimating_debris_quantities.doc.)

Estimated Acreage Needed _____

- ☐ *Identify all recycling, composting, C&D processing, and other diversion outlets within reasonable shipping range, as well as transfer stations, landfills and other municipal waste combustors that can be used?
- ☐ *Include priorities for clearance, collection, and disposal of debris?
- ☐ *Include a process for the management of hazardous waste and/or white goods?
- ☐ Design the necessary environmental controls for hazardous waste at the collection centers, such as liners and berms?
- ☐ *List a selected DMS site(s) that meets the preferred selection criteria set by MassDEP? If it is not possible to meet all the criteria, sites that meet the criteria as closely as possible should be selected. (For preferred selection criteria in Massachusetts, see MassDEP's *Disaster Debris Management Planning: An Introduction for Local Government Officials* guide located at <http://www.mass.gov/dep/recycle/laws/policies.htm#sw>).
- ☐ Address notification to MassDEP of the proposed DMS site location(s)?
- ☐ *Address local, state, and federal DMS environmental requirements? (Local requirements may vary. For State requirements, see MassDEP's *Disaster Debris Management Planning: An Introduction for Local Government Officials* guide located at <http://www.mass.gov/dep/recycle/laws/policies.htm#sw>. For other requirements see FEMA's Public Assistance: Debris Management Guide – 325: <http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>) Particular issues to consider include:
- ☐ Necessary permits or permission to operate
 - ☐ Baseline data for each location that includes photos and identification of any existing contamination
 - ☐ Proper ingress and egress routes for each site
 - ☐ Site layout and the proper flow of debris throughout the site
 - ☐ Proper site preparation
 - ☐ A process to consolidate materials for recycling

Volume reduction methods and procedures?

- ☐ For Chipping?
- ☐ For Burning? (only with prior written approval from MassDEP)
- ☐ Disposing of materials that cannot be diverted?
- ☐ Include an environmental monitoring program? Are there sample debris monitor reports?
- ☐ Have a site closure plan?

- ☐ Whether the locality will contract out operation of the DMS? If so, are there clear contracting terms on proper management of the site?

PRIVATE PROPERTY DEMOLITION AND DEBRIS REMOVAL

Does your plan address the following:

- ☐ *Authority and processes for private property debris removal including condemnation criteria and procedures? Does it include:
 - ☐ Legal documentation
 - ☐ Demolition permitting
 - ☐ Inspection authority
 - ☐ Hazardous waste removal authority

CONTRACTING

Does your plan do the following:

- ☐ *Identify at least two pre-qualified debris management contractors?
Please list: _____

- ☐ *Document how the contractor list was obtained including the solicitation of contractors with qualification requirements?
- ☐ *Address emergency contracting/procurement procedures?
- ☐ *Maximize recycling, composting, and other diversion from disposal in the contract throughout all stages of debris management?

- ☐ Provide incentives for contractors to separate debris for diversion?

Please list _____

COMMUNICATION AND OUTREACH

Does your plan do the following:

- ☐ *Address the dissemination of information to the general public and media?
- ☐ Identify and outline alternative outreach channels that can be used? *Please list:* _____
- ☐ Include pre-scripted information (e.g., fliers explaining collection and separation procedures, emergency contact information, etc...)?

FUNDING, REIMBURSEMENT, MONITORING, AND RECORD KEEPING

Does your plan do the following:

- ☐ Outline funding mechanisms for debris management?
- ☐ Include monitoring report procedures and forms as listed in the appendices of the FEMA's Public Assistance: Debris Management Guide – 325:
<http://www.fema.gov/pdf/government/grant/pa/demagde.pdf>?